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CIA-RDP92G00017R001100160009-0

TO: Dep Director for Administration

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CIA-RDP92G00017R001100160009-0

OP 89-1021



MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Deputy Director for Administration
Director of Public Affairs

FROM: George W. Owens
Director of Personnel

SUBJECT: Guest Speaker Invitation to
Secretary Elizabeth Dole

1. Action Requested: This memorandum recommends in paragraph 3. that the Director of Central Intelligence sign the attached letter inviting Secretary Elizabeth Dole to be the Agency's guest speaker in celebration of Women's History Month next March.

2. Background:

a. The Director of Equal Employment Opportunity and I consider the invitation an excellent opportunity to raise employee awareness of the many contributions women are making to our nation, to the federal government and to the Central Intelligence Agency.

b. Secretary Dole has distinguished herself as an effective cabinet official and, as Secretary of Labor, she is extremely capable of speaking to the contributions women have made and the challenges and opportunities women face in our society and in the labor force.

3. Recommendation: That the Director of Central Intelligence sign the attached letter inviting Secretary Elizabeth Dole to address our employees on the occasion of Women's History Month.

George W. Owens

Attachment:
As stated

cc: C/Protocol Branch
Director's Personal Assistant
DCI Security

DD/A REGISTRY

FILE

ADMINISTRATIVE - INTERNAL USE ONLY

Pub-3-AR

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Guest Speaker Invitation to Secretary Elizabeth Dole

CONCUR:

STAT

[Redacted Signature Box]

Director of Public Affairs

28 Nov 89
Date

STAT

[Redacted Signature Box]

Deputy Director for Administration

22 Nov 89
Date

STAT

[Redacted Signature Box]

Deputy Director of Central Intelligence

11/29/89
Date

APPROVED:

William H. Webster

Director of Central Intelligence

01 DEC 1989
Date

STAT

OEEOWFWP

[Redacted Box]

(13 Nov 89)

[Redacted Box]

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Orig - Addressee

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Central Intelligence Agency



Washington, D.C. 20505

01 DEC 1989

The Honorable Elizabeth Dole
The Secretary of Labor
Washington, D.C. 20210

Dear Madam Secretary:

The Central Intelligence Agency will join other federal agencies in celebration of Women's History Month next March. It is a time when we pay special tribute to the significant contributions women have made to society, to our nation, and to the economy. It is also a time to reflect on the efforts we are pursuing as a country and as a federal agency to insure that opportunities are available and that continued progress is made by women in all areas of the labor force.

With this in mind, it gives me great pleasure to formally invite you to provide the Agency's keynote address for our Women's History Month Program on the topic of your choice in March 1990. We would like to have you select the time and date of the presentation, so as to make it most convenient to your schedule. At this time, any Wednesday or Friday morning in March would be convenient for us; however, we would try to accommodate whatever best fits your schedule. Your staff can contact Carol Weber, Manager of our Federal Women's Program, at 874-4460 or 874-4449 for scheduling arrangements or other pertinent information. I anticipate that approximately 500 Agency employees will attend the program.

I know your presentation will be an inspiration to all of us, and we would be extremely honored if you would accept our invitation. We hope you will join us in our celebration.

Sincerely,

/s/ Bill

William H. Webster
Director of Central Intelligence